
Technical Reference for

EDExpress Packaging

2005-2006

U.S. Department of Education



F E D E R A L
S T U D E N T A I D

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Record Descriptions

Overview

This section of the Packaging Technical Reference provides instructions and record layouts for interfacing your school's mainframe or third-party software with the EDEExpress for Windows Packaging module.

Schools have the ability to update the Packaging database with an external import function. This enables you to add or modify records in the Packaging module of EDEExpress by importing External Add, External Change, and Add Funds records from an external system. For example, you may want to import packaging data into EDEExpress from your school's system using an External Add file.

In addition to importing records from an external system, EDEExpress can export packaging data in custom file formats. After you have packaged your students, you can export the packaging data from EDEExpress to your school's system.

Getting Help

For a complete listing of all FSA sources of assistance, go to the U.S. Department of Education's FSAdownload Web site, located at fsadownload.ed.gov, to download the *Sources of Assistance for Schools* guide.

CPS/SAIG Technical Support

If you have concerns or questions regarding this technical reference, contact CPS/SAIG Technical Support. Working hours are 7 a.m. - 7 p.m. (CT), Monday through Friday.

Toll-free: 800/330-5947

Telecommunications Device for the Deaf (TDD/TTY): 800/511-5806

Fax: 319/665-7662

E-mail: CPSSAIG@ed.gov

FSATECH

FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs/Mailing Lists at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Instructions

Instructions are provided for five record layouts:

- Import External Add Record Description
- Import External Change Record Description
- Import Change Field Numbers Record Description
- Import Add Funds Amount Record Description
- Export Record Description

Import External Add Record Description

Each imported Add record runs through field-by-field editing during the save process. All records failing edits produce a line on an Import Edit report. The Import Edit report contains a line for each record that has a reject, a warning, or has been skipped. The report contains the student's Social Security Number (SSN), reject or warning message, and the data field in question (if appropriate).

New for 2005-2006!

- If more than one record with the same SSN exists in an external add file, only the first record is imported. Duplicate records are skipped. The Import Edit report lists any duplicate records that were not imported.
- The E-mail Address field (field number 53, positions 292 to 341) has been renamed E-mail Address 1, and a second e-mail address field, E-mail Address 2 (field number 54, positions 342 to 391), has been added. Both e-mail addresses, if provided, appear as display-only fields on the Awards tab. You can use E-mail Address 1 or E-mail Address 2 on reports that can be e-mailed directly to students, such as award letters.
- In addition to **CN** (Canada), Canadian provinces and territories can be used for Student's Permanent State (field number 10, positions 103 to 104), Student's Local Address State (field number 15, positions 175 to 176), Student's State of Legal Residence (field number 37, positions 237 to 238), and Parents' State of Legal Residence (field number 38, positions 239 to 240). See the State/Country/Jurisdiction Codes table in this technical reference for valid field content.

The following fields receive a reject error message during the Import Add process if they are invalid or left blank:

- Student's Original SSN
- Name ID
- Transaction Number
- Pell EFC
- EFC

All other fields in error receive a warning message if the data field content is invalid or a required field is left blank.

Import External Change Record Description

Like the Add record, each imported Change record runs through field-by-field editing during the save process. All records failing edits produce a line on the Import Edit Error report. Entries on the report indicate warnings about the record or any records skipped. The report contains the student's Social Security Number (SSN), warning message, and the data field in question (if appropriate).

All records on the Packaging database can be updated through the Import External Change record. Any changes listed in the import file are applied directly to the student record.

New for 2005-2006!

- The E-mail Address field (field number 25, positions 406 to 455) has been renamed E-mail Address 1, and a second e-mail address field, E-mail Address 2 (field number 26, positions 456 to 505), has been added. Both e-mail addresses, if provided, appear as display-only fields on the Awards tab. You can use E-mail Address 1 or E-mail Address 2 on reports that can be e-mailed directly to students, such as award letters.
- In addition to **CN** (Canada), Canadian provinces and territories can be used for Student's Permanent State (field number 0010), Local Address State (field number 0014), Student's Driver's License State Code (field number 0018), Student's State of Legal Residence (field number 0019), and Parents' State of Legal Residence (field number 0307) fields. See the State/Country/Jurisdiction Codes table in this technical reference for valid field content.

Note: If a change is made to a record with a packaging status of **P** (Packaged), EDEExpress automatically updates the status to **M** (Manually Adjusted Package).

Requirements

The following two requirements must be addressed when building your Packaging Import External Change record:

- The Social Security Number (SSN) on the Change record must be for a student who already exists on the Packaging database.
- Except for the e-mail address fields, display-only fields cannot be updated through an import change.

Import Change Field Numbers Record Description

When changing data through the Import External Change process, you must use the correct field number for the fields you want to change. The Import Change Field Numbers record description provides the information you need for importing external changes.

Import Add Fund Amounts Record Description

EDEExpress enables you to import fund information into your Packaging database.

The fund amounts are added to the student records and are displayed on the Awarded Funds grid. The update file must contain the fund code and fund amount to add to the student record. All records that fail edits are printed on the Import Edit report.

Up to 10 funds can be added within one record. If you need to add more than 10 funds for a student, create two records within the import file.

All records, except those with a Packaging status of **N** (Not Ready to Package), on the Packaging database can be updated through the Import Add Fund Amounts record. Any funds listed in the import file are applied directly to the Awarded Funds grid on the student record.

Note: If a fund is added for a record with a packaging status of **P** (Packaged), EDEExpress automatically updates the status to **M** (Manually Adjusted Package).

Requirements

The following two requirements must be addressed when building your Import Add Fund Amounts record:

- The Social Security Number (SSN) on the fund record must be for a student who already exists on the Packaging database.
- The fund code in the import file must already exist in the Packaging Fund Maintenance setup, and the fund must have a balance greater than \$0.

Any fund amount listed in the import file is added to the student record. If a fund code already exists on a student record and the import file contains another Add record for that code, the fund is added to the student record and appears twice on the Awarded Funds dialog box. The fund total appears as a single entry on the award letter mailed to the student, however.

For example, if a student has a Subsidized Stafford Loan Amount of \$2,000 and a file is imported containing an additional Subsidized Stafford loan of \$1,000, two loans show on the Awarded Funds grid for this student. The original loan still reads \$2,000 and the additional loan is awarded for \$1,000, resulting in a \$3,000 total Subsidized Stafford loan.

Export Record Description

You can export specific information from your Packaging records in EDEExpress to other school systems, including disbursement systems, by defining a customized export record layout using the File Format option. File formats you have created can be printed in layout format by selecting **File, Print, Packaging, RL–User-Defined Formats** from the EDEExpress menu bar. The export record layout provides the title, type (alpha/numeric), and size for each field.

To create file formats, go to **Tools, File Formats, Packaging**. On the Export dialog box, you must give the file format a two-character identifier (alpha or numeric) and a title. You can include Packaging, Demographic, and User Database fields in your export format.

To export an external file, go to **File, Export, Packaging, Packaging Data**. On this dialog box, select the Format Code you want to use and the destination of the export file. You can also limit the number of records being exported by using Selection Criteria.

Packaging Import External Add Record Layout

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	9	9	Student's Original Social Security Number	001010001 to 999999999	Right
2	10	11	2	Name ID	Uppercase A to Z Space(s) (period) (apostrophe) (dash)	Left
3	12	13	2	Transaction Number	00 to 99 (this is the ISIR transaction number)	Right
4	14	22	9	Student's Current Social Security Number	001010001 to 999999999	Right
5	23	38	16	Student's Last Name	0 to 9 Uppercase A to Z Space(s) (period) (apostrophe) (dash) Can be blank If non-blank, first character must be a letter Second character must be non-numeric	Left
6	39	50	12	Student's First Name	0 to 9 Uppercase A to Z Space(s) (period) (apostrophe) (dash) Can be blank If non-blank, first character must be a letter	Left

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
7	51	51	1	Middle Initial	Uppercase A to Z Can be blank	Left
8	52	86	35	Permanent Mailing Address	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left
9	87	102	16	Student's Permanent City	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left
10	103	104	2	Student's Permanent State	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
11	105	113	9	Student's Permanent Zip Code	000000000 to 999999999 Can be blank	Right
12	114	123	10	Student's Permanent Phone Number	0000000000 to 9999999999 Can be blank	Right

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
13	124	158	35	Local Address	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left
14	159	174	16	Local Address City	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left
15	175	176	2	Local Address State	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table	Left
16	177	185	9	Local Zip Code	000000000 to 999999999	Right
17	186	195	10	Local Phone Number	0000000000 to 9999999999	Right
18	196	196	1	College Grade Level	0 = 1st year undergraduate/never attended college 1 = 1st year undergraduate/attended college before 2 = 2nd year undergraduate/sophomore 3 = 3rd year undergraduate/junior 4 = 4th year undergraduate/senior 5 = 5th year/other undergraduate 6 = 1st year graduate/professional 7 = Continuing graduate/professional or beyond	Left

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
19	197	200	4	Academic Year Profile Code	0 to 9 Uppercase A to Z Valid Academic Year Profile code defined in Setup	Left
20	201	201	1	Dependency Status	I = Independent D = Dependent Can be blank	Left
21	202	205	4	Budget Code	Valid Budget Code defined in Setup Can be blank	Left
22	206	210	5	EFC	00000 to 99999 Blank = None calculated	Left
23	211	211	1	Verification Status Code	V = Verified W = Without Documentation S = Selected, not verified Blank	Left
24	212	212	1	Student is Selected for Verification	Y = Selected N = Not Selected * = A subsequent transaction was selected for verification	Left
25	213	217	5	Parent Contribution	00000 to 99999	Right
26	218	225	8	Total Income	00000000 to 99999999	Right
27	226	226	1	Enrollment Status Term 1	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
28	227	227	1	Enrollment Status Term 2	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
29	228	228	1	Enrollment Status Term 3	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
30	229	229	1	Enrollment Status Term 4	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
31	230	230	1	Enrollment Status Term 5	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
32	231	231	1	Housing Plans	1 = On-campus 2 = Off-campus 3 = With parent Can be blank	Left
33	232	233	2	SAP Indicator	Valid SAP code defined in Setup Can be blank	Left
34	234	234	1	Default Status Indicator	Y = In Default N = Not in Default Z = Override	Left
35	235	235	1	Interested in Employment?	1 = Yes 0 = No Can be blank	Left
36	236	236	1	Interested in Student Loans?	1 = Yes 0 = No Can be blank	Left
37	237	238	2	Student's State of Legal Residence	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
38	239	240	2	Parents' State of Legal Residence	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
39	241	241	1	Borrower Based Indicator	1 = Yes Blank = No	Left
40	242	249	8	Transaction Processed Date	Format is CCYYMMDD 20050101 to 20061231	Right
41	250	250	1	Simplified Needs Indicator	1 = Yes 0 = No	Left
42	251	255	5	Pell COA	00000 to 99999 Can be blank	Right
43	256	260	5	Pell EFC	00000 to 99999	Right
44	261	261	1	Automatic Zero EFC	Y = Yes, EFC set to zero based on income criteria Blank = Flag not set	Left
45	262	262	1	Update Demo Record Flag	Y = Yes, update Demo record Blank = Do not update Demo record	Left

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
46	263	263	1	Prior Degree?	1 = Yes, student has prior degree 0 = No, student does not have prior degree	Left
47	264	264	1	Pell Eligibility Flag	1 = Yes, student is Pell-eligible Blank = No, student is not Pell-eligible	Left
48	265	272	8	Application Received Date	Format is CCYYMMDD 20050101 to 20061231	Left
49	273	273	1	Low Tuition	0 or Blank 1 = \$0 2 = \$1 to \$225 3 = \$226 to \$450 4 = \$451 to \$674	Right
50	274	279	6	Aggregate Subsidized Loan Amount	000000 to 999999	Right
51	280	285	6	Aggregate Unsubsidized Loan Amount	000000 to 999999	Right
52	286	291	6	Aggregate Perkins Loan Amount	000000 to 999999	Right
53	292	341	50	Student's E-mail Address 1	One and only one "at" sign (@) allowed Before the "at" sign: - at least one valid character - all characters in the range of ASCII 33 to 126, except for the following twelve characters: < > () [] \ , ; : " @ - period cannot be first, last or adjacent to another period After the "at" sign: - at least one valid character - only letters, digits, hyphen, underscore and period (A to Z, a to z, 0 to 9, -, _, .) - hyphen, underscore and period cannot be first, last, or adjacent to a period Can be blank If blank, and a demo record exists for the student, no update will be made	Left

Packaging Import External Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
54	342	391	50	Student's E-mail Address 2	<p>One and only one "at" sign (@) allowed</p> <p>Before the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - all characters in the range of ASCII 33 to 126, except for the following twelve characters: < > () [] \ , ; : " @ - period cannot be first, last or adjacent to another period <p>After the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - only letters, digits, hyphen, underscore and period (A to Z, a to z, 0 to 9, -, _, .) - hyphen, underscore and period cannot be first, last, or adjacent to a period <p>Can be blank</p> <p>If blank, and a demo record exists for the student, no update will be made</p>	Left
	Total Bytes	391				

Packaging Import External Change Record Layout

Field#	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	9	9	Student's Original SSN	001010001 to 999999999	Right
2	10	11	2	Student's Name Identifier	Uppercase A to Z Space(s) (period) ' (apostrophe) - (dash)	Left
3	12	13	2	Transaction Number	00 to 99	Right
4	14	15	2	Sequence Numbers	01 to 99	Right
5	16	19	4	Change Field Number 1	Field number representing the first field to be changed.	Left
6	20	54	35	Value 1	The value first field should be changed to.	Left
7	55	58	4	Change Field Number 2	Field number representing the second field to be changed.	Left
8	59	93	35	Value 2	The value second field should be changed to.	Left
9	94	97	4	Change Field Number 3	Field number representing the third field to be changed.	Left
10	98	132	35	Value 3	The value third field should be changed to.	Left
11	133	136	4	Change Field Number 4	Field number representing the fourth field to be changed.	Left
12	137	171	35	Value 4	The value fourth field should be changed to.	Left
13	172	175	4	Change Field Number 5	Field number representing the fifth field to be changed.	Left
14	176	210	35	Value 5	The value fifth field should be changed to.	Left
15	211	214	4	Change Field Number 6	Field number representing the sixth field to be changed.	Left
16	215	249	35	Value 6	The value sixth field should be changed to.	Left
17	250	253	4	Change Field Number 7	Field number representing the seventh field to be changed.	Left
18	254	288	35	Value 7	The value seventh field should be changed to.	Left

Packaging Import External Change Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
19	289	292	4	Change Field Number 8	Field number representing the eighth field to be changed.	Left
20	293	327	35	Value 8	The value eighth field should be changed to.	Right
21	328	331	4	Change Field Number 9	Field number representing the ninth field to be changed.	Left
22	332	366	35	Value 9	The value ninth field should be changed to.	Left
23	367	370	4	Change Field Number 10	Field number representing the tenth field to be changed.	Left
24	371	405	35	Value 10	The value tenth field should be changed to.	Left
25	406	455	50	Student's E-mail Address 1	<p>One and only one "at" sign (@) allowed</p> <p>Before the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - all characters in the range of ASCII 33 to 126, except for the following twelve characters: < > () [] \ , ; : " @ - period cannot be first, last or adjacent to another period <p>After the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - only letters, digits, hyphen, underscore and period (A to Z, a to z, 0 to 9, -, _, .) - hyphen, underscore and period cannot be first, last, or adjacent to a period <p>Can be blank</p> <p>If blank, and a demo record exists for the student, no update will be made</p>	Left

Packaging Import External Change Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
26	456	505	50	Student's E-mail Address 2	<p>One and only one "at" sign (@) allowed</p> <p>Before the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - all characters in the range of ASCII 33 to 126, except for the following twelve characters: < > () [] \ , ; : " @ - period cannot be first, last or adjacent to another period <p>After the "at" sign:</p> <ul style="list-style-type: none"> - at least one valid character - only letters, digits, hyphen, underscore and period (A to Z, a to z, 0 to 9, -, _, .) - hyphen, underscore and period cannot be first, last, or adjacent to a period <p>Can be blank</p> <p>If blank, and a demo record exists for the student, no update will be made</p>	Left
	Total Bytes	505				

Packaging Import Change Fields

Field #	Field Length	Field Name	Valid Field Content	Justify
0004	12	Student's First Name	0 to 9 Uppercase A to Z Space(s) (period) ' (apostrophe) (dash) Can be blank If non-blank, first character must be a letter	Left
0005	1	Middle Initial	Uppercase A to Z Can be blank	Left
0006	16	Student's Last Name	0 to 9 Uppercase A to Z Space(s) (period) ' (apostrophe) (dash) Can be blank If non-blank, first character must be a letter Second character must be non-numeric	Left
0007	9	Student's Current Social Security Number	001010001 to 999999999	Left
0008	35	Permanent Mailing Address	0 to 9 Uppercase A to Z (period) (comma) ' (apostrophe) (dash) (number) (at) (percent or care of) (ampersand) (slash) Space(s) Can be blank	Left

Packaging Import Change Fields (Continued)

Field #	Field Length	Field Name	Valid Field Content	Justify
0009	16	Student's Permanent City	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left
0010	2	Student's Permanent State	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
0011	9	Student's Permanent Zip Code	000000000 to 999999999 Can be blank	Right
0012	35	Local Address	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s) Can be blank	Left

Packaging Import Change Fields (Continued)

Field #	Field Length	Field Name	Valid Field Content	Justify
0013	16	Local Address City	0 to 9 Uppercase A to Z . (period) , (comma) ' (apostrophe) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Can be blank	Left
0014	2	Local Address State	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
0015	9	Local Zip Code	000000000 to 999999999 Can be blank	Right
0016	10	Student's Permanent Phone Number	0000000000 to 9999999999 Can be blank	Right
0017	20	Student's Driver's License Number	0 to 9 Uppercase A to Z Space(s) - (dash) * (asterisk) Can be blank	Left
0018	2	Student's Driver's License State Code	Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left
0019	2	Student's State of Legal Residence	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table	Left
0020	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to current date	Right
0022	5	EFC	00000 to 99999 Can be blank	Right
0023	4	Academic Year Profile Code	0 to 9 Uppercase A to Z Valid Academic Year Profile Code defined in Setup	Left
0024	1	Default Status Indicator	Y = In Default N = Not in Default Z = Override	Left

Packaging Import Change Fields (Continued)

Field #	Field Length	Field Name	Valid Field Content	Justify
0025	2	SAP Indicator	Valid SAP Code defined in Setup Can be blank	Left
0026	4	Budget Code	0 to 9 Uppercase A to Z + (plus sign) - (dash) * (asterisk) # (number sign) . (period)	Left
0027	1	Dependency Status	I = Independent D = Dependent	Left
0028	1	Student is Selected for Verification	Y = Selected N = Not Selected * = A subsequent transaction was selected for verification	Left
0029	1	Enrollment Status Term 1	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
0030	1	Enrollment Status Term 2	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
0031	1	Enrollment Status Term 3	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
0032	1	Enrollment Status Term 4	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
0033	1	Enrollment Status Term 5	1 = Full time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Not Enrolled	Right
0037	8	Total Income	00000000 to 99999999	Right

Packaging Import Change Fields (Continued)

Field #	Field Length	Field Name	Valid Field Content	Justify
0039	1	College Grade Level	0 = 1st year undergraduate/never attended college 1 = 1st year undergraduate/attended college before 2 = 2nd year undergraduate/sophomore 3 = 3rd year undergraduate/junior 4 = 4th year undergraduate/senior 5 = 5th year/other undergraduate 6 = 1st year graduate/professional 7 = Continuing graduate/professional or beyond	Right
0040	1	Housing Plans	1 = On-campus 2 = Off-campus 3 = With parent Can be blank	Left
0043	1	Interested in Employment?	Y = Yes N = No Can be blank	Left
0044	1	Interested in Student Loans?	Y = Yes N = No Can be blank	Left
0045	6	Aggregate Subsidized Loan Amount	000000 to 999999	Right
0046	6	Aggregate Unsubsidized Loan Amount	000000 to 999999	Right
0047	6	Aggregate Perkins Loan Amount	000000 to 999999	Right
0052	1	Packaging Result	A = Accepted D = Declined O = Offered S = Suspend	Left
0292	1	Automatic Zero EFC	Y = Yes, EFC set to zero based on income criteria Blank = Flag not set	Left
0294	5	Pell EFC	00000 to 99999	Right
0295	10	Local Phone Number	0000000000 to 9999999999	Left
0296	1	Verification Status Code	Uppercase A to Z Contain only: V = Verified W = Without Documentation S = Selected for Verification but not Verified Blank	Left
0298	1	Simplified Needs Indicator	1 = Yes 0 = No	Left

Packaging Import Change Fields (Continued)

Field #	Field Length	Field Name	Valid Field Content	Justify
0299	8	Transaction Processed Date	Format is CCYYMMDD 20040101 to 20051231	Right
0300	1	Prior Degree	1 = Student has prior degree 0 = Student does not have prior degree	Left
0301	1	Pell Eligibility Flag	1 = Yes Pell Eligible per CPS Blank = Not Pell Eligible per CPS	Left
0302	8	Application Received Date	Format is CCYYMMDD 20040101 to 20051231	Right
0303	5	Parent Contribution	00000 to 99999	Right
0304	1	Low Tuition	0 or blank 1 = \$0 2 = \$1 to 225 3 = \$226 to 450 4 = \$451 to 674	Right
0305	1	Print Letter in Next Batch	Y = Yes N = No	N/A
0306	5	Pell COA	00000 to 99999 Can be blank	Right
0307	2	Parents' State of Legal Residence	Uppercase A to Z Valid postal code from State/Country/Jurisdiction Codes table Can be blank	Left

Packaging Import Add Funds Amount Record Layout

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content
1	1	9	9	Original SSN	001010001 to 999999999
2	10	11	2	Name ID	Uppercase A to Z Space(s) , (period) ' (apostrophe) - (dash)
3	12	13	2	Transaction Number	00 to 99 (this is the ISIR transaction number.)
4	14	18	5	Sequence Number	The sequence number of this change record.
5	19	26	8	Fund Code 1	As defined in Setup. Must be Fund Code name existing on database.
6	27	31	5	Fund Value 1	Valid Amount for Current Total on student record Awarded Funds grid.
7	32	39	8	Fund Code 2	As defined in Setup. Must be Fund Code name existing on database.
8	40	44	5	Fund Value 2	Valid Amount for Current Total on student record Awarded Funds grid.
9	45	52	8	Fund Code 3	As defined in Setup. Must be Fund Code name existing on database.
10	53	57	5	Fund Value 3	Valid Amount for Current Total on student record Awarded Funds grid.
11	58	65	8	Fund Code 4	As defined in Setup. Must be Fund Code name existing on database.
12	66	70	5	Fund Value 4	Valid Amount for Current Total on student record Awarded Funds grid.
13	71	78	8	Fund Code 5	As defined in Setup. Must be Fund Code name existing on database.
14	79	83	5	Fund Value 5	Valid Amount for Current Total on student record Awarded Funds grid.
15	84	91	8	Fund Code 6	As defined in Setup. Must be Fund Code name existing on database.
16	92	96	5	Fund Value 6	Valid Amount for Current Total on student record Awarded Funds grid.
17	97	104	8	Fund Code 7	As defined in Setup. Must be Fund Code name existing on database.
18	105	109	5	Fund Value 7	Valid Amount for Current Total on student record Awarded Funds grid.
19	110	117	8	Fund Code 8	As defined in Setup. Must be Fund Code name existing on database.

Packaging Import Add Funds Amount Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content
20	118	122	5	Fund Value 8	Valid Amount for Current Total on student record Awarded Funds grid.
21	123	130	8	Fund Code 9	As defined in Setup. Must be Fund Code name existing on database.
22	131	135	5	Fund Value 9	Valid Amount for Current Total on student record Awarded Funds grid.
23	136	143	8	Fund Code 10	As defined in Setup. Must be Fund Code name existing on database.
24	144	148	5	Fund Value 10	Valid Amount for Current Total on student record Awarded Funds grid.
		Total Bytes	148		

State/Country/Jurisdiction Codes

State/Country/Jurisdiction	Code	State/Country/Jurisdiction	Code
Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Alberta (Canada)	AB	New Brunswick (Canada)	NB
American Samoa	AS	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
British Columbia (Canada)	BC	New York	NY
California	CA	Newfoundland (Canada)	NF
Canada	CN	Newfoundland and Labrador (Canada)	NL
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Northern Mariana Islands	MP
District of Columbia	DC	Northwest Territories (Canada)	NT
Federated States of Micronesia	FM	Nova Scotia (Canada)	NS
Florida	FL	Nunavut (Canada)	NU
Foreign Country (other than Canada or Mexico)	FC*	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Ontario (Canada)	ON
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Prince Edward Island (Canada)	PE
Indiana	IN	Puerto Rico	PR
Iowa	IA	Quebec (Canada)	PQ or QC
Kansas	KS	Republic of Palau	PW
Kentucky	KY	Rhode Island	RI
Louisiana	LA	Saskatchewan (Canada)	SK
Maine	ME	South Carolina	SC
Manitoba (Canada)	MB	South Dakota	SD
Marshall Islands	MH	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	U.S. Virgin Islands	VI
Mexico	MX	Utah	UT
Michigan	MI	Vermont	VT
Military Location Code AA	AA**	Virginia	VA
Military Location Code AE	AE**	Washington	WA
Military Location Code AP	AP**	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO	Yukon Territory (Canada)	YT
Montana	MT		

* Use FC for foreign countries not on this list.

** Code used for a student's mailing state only, not valid for state of legal residence or driver's license state.

Packaging Setup

Overview

This section of the Packaging Technical Reference guides you through setting up the Packaging module in EDEExpress.

To access the Packaging Setup dialog box, choose **Tools, Setup, Packaging** from the EDEExpress menu bar. Setting up Packaging in EDEExpress includes looking at the following areas:

- System Setup
- Fund Maintenance
- Budgets
- SAP Values (Optional)
- Academic Year Profile
- Award Methodology (Optional if packaging Pell Grant only)
- User-Defined Formulas (Optional)

Other optional items that may be useful for Packaging are Document Tracking, Award Letters, and User Database. To set up Document Tracking, select **Tools, Setup, Global, Document Tracking**. To create Award Letters, select **Tools, Setup, Global, User-Defined Text, Award Letter Text**. To create a User Database, select **Tools, Setup, Global, User Database**.

The following Packaging setup sheets are designed to be a helpful guide for getting started in EDEExpress Packaging. If you need more assistance, press the **F1** key while in a Setup dialog box, or choose **Help** on the menu bar to access online help for all EDEExpress Packaging functions. Additional setup sheets are provided for your use at the end of this section.

System Setup

The System setup enables you to establish some of the basic default options for Packaging.

Question	Possible Answer	Default Answer	Your Answer
Total Number of Award Letters to be Printed per Student?	01 to 99	02	
Maximum Number of Award Letters to be Sent per Student?	01 to 99	05	
Award Letter Type	O = Offer N = Notification	N = Notification	
Allow imported Pell EFC to be modified?	Selected/cleared	Selected	
Packaging Results Default Status	O = Offered A = Accepted	A = Accepted	
Priority Deadline Date Type	A = Application Received Date P = Processed Date R = Ready Date U = User-Defined Date	P = Processed Date	
User-Defined Date Name	See online Help in Packaging System Setup	N/A	
Use Low Tuition?	Selected/cleared	Cleared	
Default Housing Plans	1 = On-campus 2 = Off-campus 3 = With parent	2 = Off-campus	

Total Number of Award Letters to be Printed per Student? Sets the number of copies of an award letter to print for a given student each time you print letters.

Maximum Number of Award Letters to be Sent per Student? Sets the total number of times an award letter is printed for an individual student. Applicable only when award letters are printed from outside a student's record.

Award Letter Type. Determines the format of the printed award letter. The valid types are **O** (Offer) and **N** (Notification). The system default is **N**. Applicable only when award letters are printed from outside a student's record.

Allow imported Pell EFC to be modified? Determines whether the imported Pell EFC field from ISIR records is read-only or can be modified.

System Setup (Continued)

Packaging Results Default Status. Sets the default packaging results status of awarded funds on a student record. The default options are **A** (Accepted) or **O** (Offered). The system default is **A**.

Priority Deadline Date Type. Sets the deadline date type the Packaging database uses when determining which records to include or exclude from the process being executed. Valid priority deadline dates are:

A = Application Received Date

P = Processed Date

R = Ready Date

U = User-Defined Date

The default value for this field is **P**. If the date type chosen is **U** (User-Defined Date), the date is pulled from a User Database field. You must establish a user-defined date in the User Database before selecting the **U** option.

User-Defined Date Name. The name of the User Database field to use when determining which records to include or exclude when running a process. Available only if the deadline date type is set to **U**.

Use Low Tuition? Combined with the low tuition flag field on the Awards tab, this tells the Packaging system to use the low tuition tables to determine the Pell award amount.

Default Housing Plans. Determines the housing code the Packaging system uses as the default on manually created records and on ISIRs imported with a blank housing code.

The valid housing codes are:

1 = On Campus

2 = Off Campus

3 = With Parent

The default value for this field is **2**.

Academic Year Profile

The academic year profile (AYP) defines when and how you disburse money to your students.

For each AYP you can specify up to five terms that your school will use in the Packaging process, indicate enrollment status, and establish your Pell Grant formula and percent of the full year awards.

Question	Possible Answer	Default Answer	Your Answer
Code	4 characters (A to Z, 0 to 9) Cannot be blank	N/A	
Default	Selected/cleared	Cleared	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Pell Grant Formula	1 = Standard term, credit hour programs (30 weeks) 2 = Standard term, credit hour programs (<30 weeks) 3 = Any term-based credit hour program 4 = Clock hour and credit hour programs without terms 5 = Correspondence study, non term-based program 6 = Correspondence study, term-based program	1	
Program Proration Percentage	00.00 to 99.99	00.00	
EFC program length to import from ISIR database	1 to 12	9	

Term	Enrollment Status	Pell %	FSEOG %	Grant %	Perkins %	WS %	Subsidized Loan %	Other Loan %

Academic Year Profile (Continued)

Code. A unique four-character code used to identify the AYP. You create the code using any combination of A to Z and 0 to 9.

Default. Tells EDEExpress that this is the AYP you are using most often for your students. Only one AYP can be the default.

Title. A 50-character description of the AYP. You create this description using any combination of keyboard characters. We suggest you give the AYP an easily recognizable name, according to the students to which it pertains, such as full year students or in-state dependent students.

Pell Grant Formula. Determines the Pell Grant formulas that you will use with the AYP. The formula options are:

- 1 = Standard term, credit hour programs (30 weeks)
- 2 = Standard term, credit hour programs (<30 weeks)
- 3 = Any term-based credit hour program
- 4 = Clock hour and credit hour programs without terms
- 5 = Correspondence study, non term-based program
- 6 = Correspondence study, term-based program

If your school has programs that use more than one Pell Grant formula, you must create multiple AYP profiles.

Program Proration Percentage. Identifies the percentage of the scheduled annual award your school uses to calculate the total Pell award when you use standard term credit hour (less than 30 weeks); clock hour and credit hour programs without terms; or correspondence programs without terms. This field is required for Pell Grant formulas 2, 4, and 5. This field is disabled for formulas 1, 3, and 6. A value of 99.99% is treated as 100% by the software.

EFC program length to import from the ISIR database. Sets the EFC program length (usually nine months) for the ISIRs that will be imported. **Note:** Pell always imports the nine-month EFC.

Term. A nine-character field that identifies a specific term. Valid characters for the title are A to Z, 0 to 9, +, -, *, ., and #. The title appears on the award letter, so you should give it a recognizable name.

Academic Year Profile (Continued)

Enrollment Status. Sets the assumed enrollment status for each term you define: FULL TIME, 3/4 TIME, 1/2 TIME, < 1/2 TIME, and NOT ENROLLED. You can also select ISIR ENROLLMENT STATUS to use the enrollment status reported on the ISIR.

Note: The enrollment status field does not award any funds if NOT ENROLLED is the status shown. This field also can affect Pell awarding. For example, if a student is enrolled half time the Pell award is halved, but all other funds are awarded the full amount.

Pell %. Defines the percentage of the Pell award for each term.

FSEOG %, Grant %, Perkins %, WS %, Subsidized Loan %, Other Loan %. Defines the percentage distribution of the student's eligible award to post for each term for the respective fund type at the time the Package process is run. The total of the percentages cannot exceed 100%.

Note: In this case, the "eligible award" is the amount a student is eligible to receive for a specific fund at the point when that fund is being packaged by EDEExpress. Depending on your school's setup, other funds may be awarded first and affect the eligible award amount.

Fund Maintenance

The Fund Maintenance dialog box defines your sources of funding. You can add and maintain as many aid sources as you need for Packaging students. Fund Maintenance also provides you with instant information about total amounts awarded.

Question	Possible Answer	Default Answer	Your answer
Fund Code	8 characters (A to Z, 0 to 9, +, -, *, #, .) Cannot be blank	N/A	
Fund Description	25 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Aid Type	D = Unsubsidized Loan (Unsub, Need Based) E = Supplemental Educational Opportunity Grant (FSEOG) F = Federal Pell Grant G = Grant K = Federal Perkins Loan L = Other Need Based Loan (NB) N = Non-need based loan (NNB) O = Outside Resources P = Federal Parent Loan for Undergraduate Students (PLUS) R = Grant, Non-Need Based S = Subsidized Loan (Need Based) U = Unsubsidized Loan (Unsub, Non-Need Based) V = Chapter 30 VA Benefits/AmeriCorps W = Federal Work-Study (WS) Y = Other Work-Study	N/A	
Do not remove if unpackaged?	Selected/cleared	Cleared	
Remaining Need	Minimum Need/Maximum Need/Award Amount	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Beginning Balance	00000000 to 99999999	N/A	
Adjustment to Beginning Balance	00000000 to 99999999	N/A	
Funds Awarded	00000000 to 99999999	N/A	
Current Balance	00000000 to 99999999	N/A	

Fund Code. An eight-character field used to identify the fund. You create the code using any combination of characters A to Z, 0 to 9, +, -, *, ., or #.

Fund Description. A 25-character description of this fund. You create this description using any combination of valid keyboard characters except the pipe (|) symbol. The fund description appears on the award letter, so it should be given an easily recognizable name.

Aid Type. Identifies the aid categories of the fund. The options are:

D = Unsubsidized Loan (Unsub, Need Based)

E = Supplemental Educational Opportunity Grant (FSEOG)

F = Federal Pell Grant

G = Grant

K = Federal Perkins Loan

L = Other Need Based Loan (NB)

N = Non-need based loan (NNB)

Fund Maintenance (Continued)

O = Outside Resources

P = Federal Parent Loan for Undergraduate Students (PLUS)

R = Grant, Non-Need Based

S = Subsidized Loan (Need Based)

U = Unsubsidized Loan (Unsub, Non-Need Based)

V = Chapter 30 VA Benefits/AmeriCorps

W = Federal Work-Study (WS)

Y = Other Work-Study

Do not remove if unpackaged? Enables you to unpack records without removing the fund from the record.

Remaining Need. Enables you to award a specific amount of a fund at different levels of remaining need within the packaging process.

Criteria. Specifies the type of students to receive the fund as currently created in the Query portion of EDEXpress. You can choose any non-parameter query to limit the population of students who receive this fund to the range of students defined by the query. This field can be left blank.

Note: Parameter queries cannot be used for fund maintenance criteria.

Beginning Balance. Used to record the actual amount of money you have available to award under this fund for the school year. For some funds, such as Pell Grant and federal loans, this field automatically fills in with 9s.

Adjustment to Beginning Balance. Used to record any positive or negative adjustment to the beginning balance. Adjustments might include reauthorization, refunds, or matching funds.

Funds Awarded. A read-only field that displays how much money has been awarded from this fund.

Current Balance. A read-only field that displays how much money is still available to be awarded from this fund.

Packaging Remaining Need Dialog Box

The Remaining Need dialog box is selected for all aid types except the following and can be accessed from both the fund maintenance and award methodology setup options:

F = Federal Pell Grant

O = Outside Resources

V = Chapter 30 VA Benefits/AmeriCorps

Question	Minimum Need	Maximum Need	Award Amount
Possible Answer	00000 to 99999 Cannot be blank	00000 to 99999 Cannot be blank	00000 to 99999 Cannot be blank
Default Answer	N/A	N/A	N/A
Your Answer			
Your Answer			
Your Answer			

Minimum Need. Enter the minimum remaining need amount for awarding this fund.

Maximum Need. Enter the maximum remaining need amount for awarding this fund.

Note: The minimum and maximum need amounts on one line should not overlap with the minimum and maximum need amounts on any other line. For example, if the first range is 0 to 500, the next range should start with 501 or higher.

Award Amount. Enter the amount of this fund that you will award based on the minimum and maximum need range.

Note: Remaining need is optional for Packaging.

Award Methodology

The award methodology setup enables you to establish methodologies for determining how funds are awarded to your students.

Question	Possible Answer	Default Answer	Your Answer
Code	4 characters (A to Z, 0 to 9) Cannot be blank	N/A	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Priority	1 to 999 Cannot be blank	N/A	
Use Percentages/Use Dollar Amount	Use Percentages or Use Dollar Amounts (option button)	Use Percentages	
Self-Help Aid Maximum %	0 to 100	100%	
Self-Help Aid Maximum Amount	0 to 99999	\$0	
Gift Aid Maximum %	0 to 100	100%	
Gift Aid Maximum Amount	0 to 99999	\$0	
Criteria	Any non-parameter Packaging query	N/A	

Fund Code	Fund Priority	School Min	School Max	Min EFC	Max EFC	Remaining Need

Award Methodology (Continued)

Code. A four-character field used to identify the award methodology. You create the code using any combination of characters A to Z and 0 to 9.

Title. A 50-character description of this award methodology. You create this description using any combination of valid keyboard characters except the pipe (|) symbol.

Priority. Indicates the order in which the Award Methodology database is searched. If a student is eligible for two Award Methodologies, the one with the highest priority is assigned to the student record. Priority runs from 1 (highest priority) to 999 (lowest priority).

Use Percentages/Use Dollar Amount. Determines whether the self-help aid maximum and gift aid maximum fields use percentages or dollar amounts.

Self-Help Aid Maximum %. The highest percentage amount of the student's unmet need that EDEExpress awards in self-help aid.

Self-Help Aid Maximum Amount. The highest total amount in dollars that a student can receive in self-help aid.

Gift Aid Maximum %. The highest percentage amount of the student's unmet need that EDEExpress awards in gift aid.

Gift Aid Maximum Amount. The highest total amount in dollars that a student can receive in gift aid.

Criteria. Determines the methodology applied to a given record, based on the queries you have currently created in the query portion of EDEExpress. Using criteria limits the population of students who are considered for this methodology. This field can be left blank.

Note: Parameter queries cannot be used for award methodology criteria.

Fund Code. The code of a fund you want to use for packaging when you use the methodology. You can assign up to 20 funds to an award methodology.

Note: Pell Grant cannot be added to an award methodology. Any student eligible to receive a Pell Grant is awarded the fund before being considered for any other type of aid.

Fund Priority. Determines the order that funds are considered in satisfying the student's unmet need. Fund priority runs from 1 through 20.

Award Methodology (Continued)

School Min. The minimum amount the school awards to a student from this fund. You can set the School Min from 00000 to 99999.

Note: If the fund amount entered exceeds the federal yearly minimum/maximum allowed, Packaging will not award more than the federal yearly minimum/maximum amount.

School Max. The maximum amount the school awards to a student from this fund. You can set the School Max from 00000 to 99999.

Note: If the fund amount entered exceeds the federal yearly minimum/maximum allowed, Packaging will not award more than the federal yearly minimum/maximum amount.

Min EFC. The lowest EFC value that a student's ISIR can have and still receive this fund. You can set the min EFC from 00000 to 99999.

Max EFC. The highest EFC value that a student's ISIR can have and still receive this fund. You can set the max EFC from 00000 to 99999.

Remaining Need. Optional. Enables you to award a specific amount of a fund at different levels of remaining need within the packaging process.

Budgets

The Budget Setup dialog box is used to define student budgets by using a combination of several variables or to establish a single budget for your entire applicant population.

Question	Possible Answer	Default Answer	Your Answer
Budget Code	4 characters (A to Z, 0 to 9, +, -, *, #, .) Cannot be blank	N/A	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Priority	1 to 999 Cannot be blank	N/A	
Budget Total			
Pell COA	00000 to 99999	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Budget Amounts			
Tuition And Fees	00000 to 99999	N/A	
Loan Fees	00000 to 99999	N/A	
Room And Board	00000 to 99999	N/A	
Books And Supplies	00000 to 99999	N/A	
Transportation Costs	00000 to 99999	N/A	
Miscellaneous Amount	00000 to 99999	N/A	
User-Defined Budget Amounts			
	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	

Budget Code. A four-character field used to identify the budget. Create the code using any combination of characters A to Z, 0 to 9, +, -, *, and #.

Title. A 50-character description of the budget. Create the title using any combination of valid keyboard characters except the pipe (|) symbol.

Budgets (Continued)

Priority. Indicates the order in which the Budget database is searched. If a student is eligible for two budgets, the one with the highest priority is assigned to the student record.

Criteria. Determines the budget applied to a given record based on the queries you have currently created in the query portion of EDEExpress. Using criteria limits the population of students who are considered for this budget. This field can be left blank.

Note: Parameter queries cannot be used for budget criteria.

Budget Total. A display-only field that displays the monetary total of all the budget items entered.

Pell COA. Enables you to specify the cost of attendance amount you want to consider when calculating Pell awards. This field can be modified at the record level.

Budget Amounts. Components you use to build your budgets. Enter amounts for the five built-in components and add up to five additional user-defined components as needed.

User-Defined Budget Amounts. Components you want to consider as part of the overall student budget that is not covered under Budget Amounts.

User-Defined Formulas

The User-Defined Formula dialog box enables you to create your own Packaging formulas with fields from the Student, User-Defined, and Fund database tables.

Table	Field Name	Operand	Table	Field Name	Description

User-Defined Formulas enable you to calculate data by adding, subtracting, multiplying, or dividing two existing fields in the EDEXpress database. For example, subtracting PC (parent contribution) from EFC on each student record can create a field called SC (student contribution). SC can be used in developing queries.

Note: Only numeric user-defined fields can be used in user formula calculations.

Table. Determines where the value you use in field 1 resides. The options are:

S = Student Table

F = Fund Table

U = User-Defined Table

Field Name. Lists all of the fields that are available from the table chosen in the Table 1 field.

Note: The title of a previously created user-defined formula becomes a field name in the student table, which can then be used in creating another user-defined formula.

Operand. Defines what computation is performed:

+ = Addition

- = Subtraction

***** = Multiplication

/ = Division

User-Defined Formulas (Continued)

Table. Determines where the value you use in field 2 resides. The options are:

S = Student Table

F = Fund Table

U = User-Defined Table

Field Name. Lists all of the fields that are available from the table chosen in the table 2 field.

Description. Displays the user-defined name for this formula. Create the code using any combination of 25 characters (A to Z and 0 to 9).

Note: User-defined formulas are optional in Packaging.

SAP Values

SAP values enable you to track the satisfactory academic progress of your students.

SAP Code	No Pkg Flag?	SAP Description

The SAP code listing is unlimited; you can create as many SAP values as you choose.

SAP Code. A two-character field EDEpress uses to identify the code. Use characters A to Z, 0 to 9, +, -, *, #, ., ', %, <, or >.

No Pkg Flag. Select this checkbox if you want the SAP code, after it is assigned, to prevent records from being packaged.

SAP Description. A 50-character title for this SAP value. Use characters A to Z, 0 to 9, +, -, *, #, ., ', %, <, or >.

Note: SAP values are optional in Packaging.

Document Tracking (Global)

Document Tracking is a global function useful in the Packaging process because it gives you the ability to manage what documents are required of your students.

Question	Possible Answer	Default Answer	Your Answer
Code	10 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Description	50 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Criteria	Any non-parameter Global query	N/A	
Automatic Request?	Selected/cleared	Cleared	
Required to Package?	Selected/cleared	Cleared	
Required for Verification? (Global only)	Selected/cleared	Cleared	
Reject Reason Codes (Global only)	Up to 20 valid Reject Reason Codes	Blank	
Comment Codes (Global only)	Up to 20 valid Comment Codes	Blank	

Code. A 10-character field EDEExpress uses to identify the document. Create the code using any combination of these characters: A to Z, 0 to 9, +, -, *, and #.

Description. A 50-character title for this document. The document description appears on the Document Tracking letter, so you should create a meaningful title.

Criteria. Determines the documents applied to a given record based on the queries you have currently created in the Query portion of EDEExpress. Choose any one of them to limit the population of students who are assigned this document.

Note: Parameter queries cannot be used for document tracking criteria.

Automatic Request. Determines whether the document defined is automatically assigned when you choose Add Documents from the Process menu.

Required to Package? Determines whether an award can be generated for the student if this document has not been received. If this option is chosen, you are unable to generate a preliminary award until the document is marked as **Received** or **Waived**.

Reject Reason Codes. You can enter any combination of uppercase letters (A to Z), numbers (0 to 9), and spaces.

Comment Codes. You can enter one ISIR comment code in each of the 20 spaces provided. Any students receiving any of the corresponding comment codes on the ISIRs are assigned the document.

Document Tracking (Packaging)

Document tracking is also a useful in the Packaging process because it gives you the ability to manage what documents are required of your students.

Question	Possible Answer	Default Answer	Your Answer
Code	10 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Description	50 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Automatic Request?	Selected/cleared	Cleared	
Required to Package?	Selected/cleared	Cleared	

Code. A 10-character field EDEExpress uses to identify the document. Create the code using any combination of these characters: A to Z, 0 to 9, +, -, *, and #.

Description. A 50-character title for this document. The document description appears on the Document Tracking letter, so you should create a meaningful title.

Criteria. Determines the documents applied to a given record based on the queries you have currently created in the Query portion of EDEExpress. Choose any one of them to limit the population of students who are assigned this document.

Note: Parameter queries cannot be used for document tracking criteria.

Automatic Request. Determines whether the document defined is automatically assigned when you choose Add Documents from the Process menu.

Required to Package? Determines whether an award can be generated for the student if this document has not been received. If this option is chosen, you are unable to generate a preliminary award until the document is marked as **Received** or **Waived**.

Additional Setup Pages

System Setup

Question	Possible Answer	Default Answer	Your Answer
Total Number of Award Letters to be Printed per Student?	1 to 99	2	
Maximum Number of Award Letters to be Sent per Student?	1 to 99	5	
Award Letter Type	O, N	N	
Allow imported Pell EFC to be modified?	Selected/cleared	Selected	
Packaging Results Default Status	O, A	A	
Priority Deadline Date Type	A, P, R, U	P	
User-Defined Date Name	See online Help in Packaging System Setup	N/A	
Use Low Tuition?	Selected/cleared	Cleared	
Default Housing Plans	1 to 3	2	

Academic Year Profile

Question	Possible Answer	Default Answer	Your Answer
Code	4 characters (A to Z, 0 to 9) Cannot be blank	N/A	
Default	Selected/ cleared	Cleared	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Pell Grant Formula	1 to 6	1	
Program Proration Percentage	00.00 to 99.99	N/A	
EFC program length to import from ISIR database	1 to 12	9	

Term	Enrollment Status	Pell %	FSEOG %	Grant %	Perkins %	WS %	Subsidized Loan %	Other Loan %

Fund Maintenance

Question	Possible Answer	Default Answer	Your Answer
Fund Code	8 characters (A to Z, 0 to 9, +, -, *, #, .) Cannot be blank	N/A	
Fund Description	25 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Aid Type	D = Unsubsidized Loan (Unsub, Need Based) E = Supplemental Educational Opportunity Grant (FSEOG) F = Federal Pell Grant G = Grant K = Federal Perkins Loan L = Other Need Based Loan (NB) N = Non-need based loan (NNB) O = Outside Resources P = Federal Parent Loan for Undergraduate Students (PLUS) R = Grant, Non-Need Based S = Subsidized Loan (Need Based) U = Unsubsidized Loan (Unsub, Non-Need Based) V = Chapter 30 VA Benefits/AmeriCorps W = Federal Work-Study (WS) Y = Other Work-Study	N/A	
Do not remove if unpackaged?	Selected/cleared	Cleared	
Remaining Need	Minimum Need/Maximum Need/Award Amount	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Beginning Balance	00000000 to 99999999	N/A	
Adjustment to Beginning Balance	00000000 to 99999999	N/A	
Funds Awarded	00000000 to 99999999	N/A	
Current Balance	00000000 to 99999999	N/A	

Packaging Remaining Need Dialog Box

Question	Minimum Need	Maximum Need	Award Amount
Possible Answer	00000 to 99999 Cannot be blank	00000 to 99999 Cannot be blank	00000 to 99999 Cannot be blank
Default Answer	N/A	N/A	N/A
Your Answer			
Your Answer			
Your Answer			

Award Methodology

Question	Possible Answer	Default Answer	Your Answer
Code	4 characters (A to Z, 0 to 9) Cannot be blank	N/A	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Priority	1 to 999 Cannot be blank	N/A	
Use Percentages/Use Dollar Amount	Use Percentages or Use Dollar Amounts (option button)	Use Percentages	
Self-Help Aid Maximum %	0 to 100	100%	
Self-Help Aid Maximum Amount	0 to 99999	\$0	
Gift Aid Maximum %	0 to 100	100%	
Gift Aid Maximum Amount	0 to 99999	\$0	
Criteria	Any non-parameter Packaging query	N/A	

Fund Code	Fund Priority	School Min	School Max	Min EFC	Max EFC	Remaining Need

Budgets

Question	Possible Answer	Default Answer	Your Answer
Budget Code	4 characters (A to Z, 0 to 9, +, -, *, #, .) Cannot be blank	N/A	
Title	50 characters (any keyboard character except the pipe [] symbol) Cannot be blank	N/A	
Priority	1 to 999 Cannot be blank	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Budget Total			
Pell COA	00000 to 99999		
Budget Amounts			
Tuition and Fees	00000 to 99999	N/A	
Loan Fees	00000 to 99999	N/A	
Room and Board	00000 to 99999	N/A	
Books and Supplies	00000 to 99999	N/A	
Transportation Costs	00000 to 99999	N/A	
Miscellaneous Amount	00000 to 99999	N/A	
User-Defined Budget Amounts			
Lab Fees (Example)	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	
	00000 to 99999	N/A	

User-Defined Formulas

Table	Field Name	Operand	Table	Field Name	Description

SAP Values

SAP Code	No Pkg Flag	SAP Description

Document Tracking (Global)

Question	Possible Answer	Default Answer	Your Answer
Code	10 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Description	50 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Criteria	Any non-parameter Global query	N/A	
Automatic Request?	Selected/cleared	Cleared	
Required to Package?	Selected/cleared	Cleared	
Required for Verification? (Global only)	Selected/cleared	Cleared	
Reject Reason Codes (Global only)	Up to 20 valid Reject Reason Codes	Blank	
Comment Codes (Global only)	Up to 20 valid Comment Codes	Blank	

Document Tracking (Packaging)

Question	Possible Answer	Default Answer	Your Answer
Code	10 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Description	50 characters (A to Z, 0 to 9, +, -, *, #, .)	N/A	
Criteria	Any non-parameter Packaging query	N/A	
Automatic Request?	Selected/cleared	Cleared	
Required to Package?	Selected/cleared	Cleared	